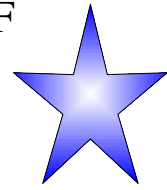


U.S. Bankruptcy Court  
District of Utah



Case Management/Electronic Case Files CM/ECF  
Readiness Survey/Request for Training



**Are you ready for CM/ECF?**

The Bankruptcy Court for the District of Utah is trying to assess the readiness of members of the Utah Bar for transition to electronic case filing (ECF). **Training should begin in the next few months.** Please answer all the questions. Part one is a hardware/software assessment of your office and part two is a skills assessment for you and your support staff. Part 3 is a request for ECF training.

Attorney Name : \_\_\_\_\_

My e-mail address is: \_\_\_\_\_

**Part I**

**Please circle your answer**

- |     |   |                       |                               |
|-----|---|-----------------------|-------------------------------|
| 1.  | Do you have Internet access in your office?   | Yes                   | No                            |
| 2.  | Does your support staff have Internet access?   | Yes                   | No                            |
| 3.  | Is your Internet provider a direct access service (like Xmission or US West) or an online service provider (like AOL)                                 | Direct                | Online                        |
| 4.  | What Internet browser do you use?   | Netscape Navigator    | MS Internet Explorer    Other |
|     | If other please specify _____   |                       |                               |
| 5.  | Does your staff use the same Internet browser as you?   | Yes                   | No                            |
| 6.  | Does your office have the Adobe Acrobat Writer software which allows you to save a word processing or other file into Portable Document Format (PDF)? | Yes                   | No                            |
| 7.  | What email program does your office use?  | Netscape Communicator | MS Outlook Express    Other   |
|     | If other please specify _____   |                       |                               |
| 8.  | Does your office use bankruptcy software to prepare petitions and required pleadings?   | Yes                   | No                            |
|     | If yes, please indicate the name of the software.<br>_____  |                       |                               |
| 9.  | What word processing software does your office use?   | MS Word               | Corel Word Perfect    Other   |
|     | If other, please specify _____  |                       |                               |
| 10. | Does your office have at least one image scanner?   | Yes                   | No                            |

# Case Management/Electronic Case Files CM/ECF Skills/Readiness Survey

## Part 2

Please circle your answer

- |    |   |     |    |
|----|---|-----|----|
| 1. | I know how to use a Windows-based word processing software package like Corel WordPerfect 9, Microsoft Word 2000 or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence. | Yes | No |
| a. | Support staff is knowledgeable?<br>____# of staff needing this type of training   | Yes | No |
| 2. | I know how to access the Internet <i>and</i> how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office computer.   | Yes | No |
| a. | Support staff is knowledgeable?<br>____# of staff needing this type of training   | Yes | No |
| 3. | Specifically, when using a Browser, I can do all of the following:  |     |    |
| a. | use the <i>Forward</i> and <i>Backward</i> buttons  | Yes | No |
| b. | set up bookmarks (like the court's web site)  | Yes | No |
| c. | click on check boxes using my mouse   | Yes | No |
| d. | type in text boxes  | Yes | No |
| e. | download files  | Yes | No |
| f. | print documents   | Yes | No |
| g. | set my home page address  | Yes | No |
| h. | use hyperlinks  | Yes | No |
| i. | Find the court's website at <a href="http://www.utb.uscourts.gov">www.utb.uscourts.gov</a>  | Yes | No |
| j. | Support staff is knowledgeable for 3.a-i?   | Yes | No |
| k. | ____# of staff needing this type of training  |     |    |
| 4. | I know how to view/read a Portable Document Format (PDF) file using Adobe Acrobat Reader software.  | Yes | No |
| a. | I can use the Adobe Reader print, find and save features  | Yes | No |
| b. | I know how to create and save a PDF Document from my word processing software or bankruptcy software.   | Yes | No |
| c. | I know how to scan a document and save it to a PDF format.  | Yes | No |
| d. | ____# of staff needing this type of training  |     |    |
| 5. | I know where to store files on my office computer or network and then retrieve them.  | Yes | No |
| a. | Support Staff is knowledgeable<br>____# of staff needing this type of training  | Yes | No |
| 6. | I know how to use my office e-mail system to send messages to people outside my office.   | Yes | No |
| a. | I know how to attach a file to an e-mail message  | Yes | No |
| b. | I know how to add email addresses to my office e-mail system.   | Yes | No |
| c. | Support Staff is knowledgeable<br>____# of staff needing this type of training  | Yes | No |

Part 3

I would like to be considered for Electronic Case Filing (ECF) training as soon as it becomes available.

I would like staff members to be considered for Electronic Case Filing (ECF) training as soon as it becomes available.

\_\_\_\_\_ (Number of Staff Members)

I am not interested in Electronic Case Filing (ECF) training at this time.

Thank you for completing this survey.

Please Note: In order to be considered for the first round of training, please return this completed survey by April 30, 2003.

---

---

**Please return this survey to:**

Training Department  
United States Bankruptcy Court  
District of Utah  
350 South Main Street, Room 351  
Salt Lake City, Utah 84101

or

e-mail completed surveys to: [michelle\\_bugni@utb.uscourts.gov](mailto:michelle_bugni@utb.uscourts.gov)

or

Fax completed surveys to: (801)524-4409